

Steps for Sending Data

Step One: Prepare the data

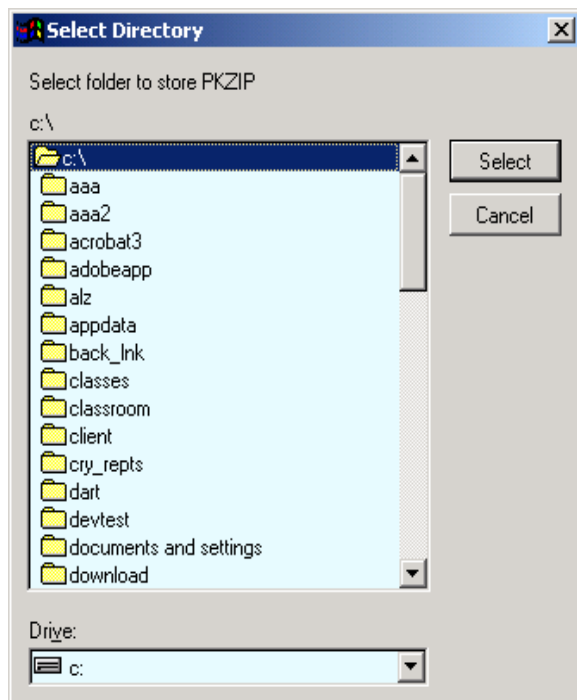
Everyone must be out of INsite for this step to work.

On the INsite Main screen click 'System Utilities'

On the System Utilities screen, click 'Zip Data for CD'.

Uncheck all files except 'Main Data Files'

Click 'OK' on the next message that comes up. Then you will be asked where you want to put the file. You can leave it on the default 'C'. It will then create folder called 'INST_ZIP' or you can choose another folder. When you choose another folder, it will create the 'INST_ZIP' folder inside of it. Just make a note of where it is.



When you hit 'Select', it will start zipping up the files and give you a message when it is complete.

The file will be named D_090115.zip if created on 1/15/2009.

Everyone can get back into INsite; however, no non-waiver Waiting List info should be added/removed/edited until you are notified that it is OK to resume working on Waiting List entries.

Step Two: Send the data

To send the data that you have zipped, go System Utilities >>> Send Data to Roeing via FTP.

It will ask you if you are sure you want to send the data. You can respond yes.

It will then ask you where the file is that you want to send. Navigate to the folder INST_ZIP and attach the D_090115.zip file. It will ask you to confirm that you want to send the file.

Once you have sent the data, please send an email to teresa@roeing.com reporting that the file was sent.